



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Dept. of Education Office of Planning & Development Division of Staff Development Teacher Ed. & Staff Dev. Section 302 State Office Bldg., Atlanta, GA	Application Number 80-368	
Application Number		Date Received SEP 22 1980	Date Completed OCT 2 1980
2. Person to Contact Annette Burcher		Working Title Senior Secretary	Telephone Number 656-2431
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1975      To Date		5. Records Series Title (followed by title used in office, if different) REGULAR AND BEGINNING TEACHER STAFF DEVELOPMENT FILES	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Teacher Education and Staff Development Section, Division of Staff Development, Office of Planning and Development, is responsible for providing financial and technical assistance to local school systems and educational personnel in the area of staff development and education.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: providing financial assistance to educational personnel in local school systems for staff development.  Included are: Staff Development Program Application forms, Staff Development Budget Sheet forms, Final Report of Expenditures form, Approval Letters, Staff Development for Beginning Teacher Budget Sheet, Number of Beginning Teachers Report, Letter of Intent, Beginning Teacher Approval Letter, and other related documents and correspondence.  File is arranged: alphabetically by local school system name.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>100</u> Seven to twelve months old <u>100</u> Thirteen to twenty-four months old <u>90</u> twenty-five months and older <u>25</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> Legal-size drawers _____      Shelves _____      Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	2	years.
b. Statute of limitation	0	years.	e. Administrative need	7	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These files are needed for 7 years to perform the responsibilities of this unit in administering the staff development function and to provide assistance to local education authorities.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 5 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	9/19/80	Walker L. Baumgardner	9-18-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	9-30-80
		Secretary of State/Designee	9-26-80
		Attorney General/Designee	10/1/80